

**DELHI JAL BOARD
PUBLIC RELATIONS OFFICE
ROOM NO. 306, VARUNALYA PH-II
KAROL BAGH, NEW DELHI -110005
prodjb114@gmail.com**

APPLICATION FORM

Sl. No.	Particulars	
01.	Name of the Agency/Firm	
02.	Office Address	
03.	Contact Number/Landline Number	
04.	PAN Card Number	
05.	GST Number	
06.	Authentic Documents of all the pointers under Technical Portfolio to be attached with Form.	

UNDERTAKING

"I, _____, _____, am authorized to give
(Name) (Designation)

this undertaking on behalf of M/S _____, hereby declare that the details given in the application are true and correct to the best of my knowledge and belief.

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Inviting Expression of Interest

Applications are invited from renowned and professional Audio-Visual Agencies to assist DJB in Compilation, Creation and Dissemination of information and creation of informative videos required in managing and improving the perception of the Organization by publicizing its activities, policies and programs to the public at large. The board spectrum of activities will include:

- To devise short videos/clippings/gifs for achieving the stated objectives.
- To advise, assist and supervise its implementation.
- To cover the all events/functions/seminars(as and when desired) and create the content in form of short and creative videos etc.

There will be three stages required for an agency to qualify and come on the panel of Delhi Jal Board:-

1. Technical Portfolio
2. Creative Portfolio
3. Financial Bids

Technical Portfolio:

- *Pan Card Number*
- *GST Number*
- *Authentic Address Proof* (either the Head Quarter or the Agency itself should be stationed in Delhi)
- *Authentic documents verifying the turnover of Rs. 20 lacs*
- *Documentary proof of works undertaken for various clients, preferably Govt. Sector/ Undertakings/ Defence/ Autonomous Bodies/ PSUs/ Navratnas in last TWO years.*

Creative Portfolio:

After being short listed on technical grounds, the agency will be given a topic to present story board showcasing their creative idea within a stipulated time period in the form of a presentation in front of the approved committee.

Financial Bids:

After being short listed on creative grounds, the agency will be asked to submit a letter of Intent, certifying that discounts on the DAVP rates will be given as and when the work will be assigned. Those agencies which will agree to submit the LOI will come on the panel on DJB.

Terms & Conditions:-

1. The selection committee reserves the right to verify the particulars furnished by the agencies independently.
2. The department also reserves the right to reject any application without assigning any reason thereof in the interests of work.

The application form duly filled alongwith documents required under Technical Portfolio (Hard Copy compulsory) must reach in PR Office: Delhi Jal Board, Room No. 306 Varunalaya Phase II, Karol Bagh, New Delhi latest by 18:00 hrs on 28.06.2019 positively.



Dy. Director(PR)